

AIR SUPPORT A/S

Version 2.2.1

CrewBriefing

© AIR SUPPORT A/S

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USER MANUAL AND REFERENCE

Self Briefing System

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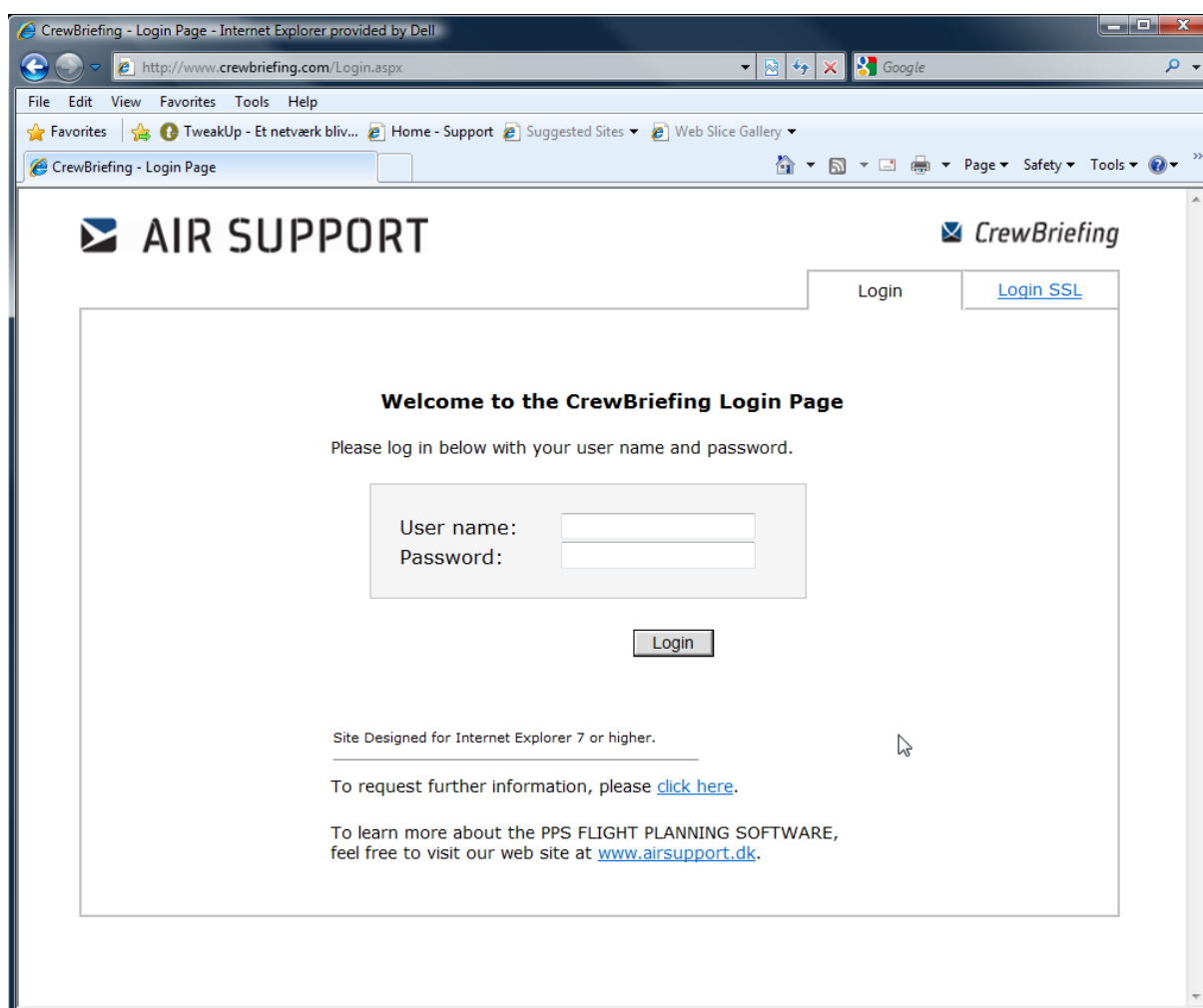
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Login

Open up an Internet browser (e.g. Microsoft Internet Explorer) and type in www.CrewBriefing.com or simply CrewBriefing.com.

Notice

All functions at www.CrewBriefing.com are optimized for Microsoft Internet Explorer and a resolution of 1024 by 768 pixels.



All the following screen dumps in the manual have been taken from the standard Internet Explorer frame to save space.

Type in your allocated CrewBriefing User name and Password.

Notice

If you have no User name, Password or get a message saying “Invalid login credentials”, contact the **CrewBriefing**/PPS-responsible in your company. Do not call AIR SUPPORT A/S since your company does account creations and password assignments - we only create an administrative account.

All flight numbers are a combination of an individual company code, used for unique identification by the **CrewBriefing** server, and the flight number/registration used by the company in-flight.

Display of the company code can any time be changed in the Company Settings Administration-section, see later in this manual.

On-line help is available either as a PDF-document (click Help in upper right corner) or just let the mouse pause on a selection subject and a small description box will open.

Main View

The screenshot displays the AIR SUPPORT CrewBriefing web application. The browser window is titled "Flights List - CB Main Page - Internet Explorer provided by Dell". The URL is "http://www.crewbriefing.com/DEV2_2_1_20100922/Main.aspx". The page features a top navigation bar with the following links: [Flight Info](#), [Write Message](#), [WX Next 12 Hrs](#), [Miscellaneous](#), [Company Documents](#), [Extra WX/Charts/NOTAMs](#), and [Log out](#). A search bar is located on the right side of the page, with a dropdown menu for "Any Category" and a "Search / Update List" button. The main content area shows a list of flights for the company "OYPPS-EKBI". The list is generated on 2010-10-15 at 06:55:53 UTC. The flight list table has the following columns: **Msgs**, **FLIGHT**, **STD**, **Dep**, and **Upload Time (UTC)**. The list contains five flights:

Msgs	FLIGHT	STD	Dep	Upload Time (UTC)
<input type="checkbox"/>	OYPPS-EDDH-EKYT	150700	EDDH	10-15 06:55
<input type="checkbox"/>	OYPPS-EKBI-EKCH	151100	EKBI	10-15 06:55
<input type="checkbox"/>	OYPPS-EKBI-EDDH	151200	EKBI	10-15 06:54
<input type="checkbox"/>	OYPPS-EKBI-EDDF	151500	EKBI	10-15 06:54
<input type="checkbox"/>	OYPPS-EKBI-LPPT	151900	EKBI	10-15 06:54

The page also includes a "Group Flights" link and a "Flights List Page 1" indicator. The bottom of the page shows the "AIR SUPPORT PPS - CrewBriefing" logo and the version "CrewBriefing ver. 2.2.1".

In the top left corner a company logo can be inserted, AIR SUPPORT A/S must do this. Almost all formats can be used, but we do prefer a .JPG or .GIF-file.

You can always see CrewBriefing version number in the lowest right corner of the main window.

🕒 Time: 06:58 UTC (08:58 local computer) Administration Help					
Flight Info	Write Message	WX Next 12 Hrs	Miscellaneous	Company Documents	Extra WX/Charts/NOTAMS Log out

Time	You can always see UTC time and local computer time on CB
Administration	If available for this username it gives the opportunity to change User accounts or various company policy settings.
Help	This document.

Flight Info	Main view listing flights.
Write Message	Gives the opportunity to write a message to a specific flight or multiple flights.
WX Next 12 Hrs	Opportunity to get WX reports for all DEP/DEST Airports for all flights that has a STD within the next 12 Hours.
Miscellaneous	Opportunity to have company selected HTML-links and text inserted, 5 links are inserted as default by AIR SUPPORT A/S
Company Documents	If a document is to be available for all CB-users but not attached to every flight it can be uploaded to this page. For more info see the manual for PPS Tray, upload documents.
Extra WX/Charts/NOTAMS	Opportunity to get extra WX Reports/Charts/NOTAMS not associated with any specific flight. Satellite images can also be retrieved on this page.

List Flights [Next 6 Hrs](#) [Next 12 Hrs](#) [Next 24 Hrs](#) [Recent](#) [Any Period](#)

List	
Flights Next 6 Hrs	Shows a list of uploaded flights where STD is within the next 6 hours
Flights Next 12 Hrs	Shows a list of uploaded flights where STD is within the next 12 hours
Flights Next 24 Hrs	Shows a list of uploaded flights where STD is within the next 24 hours
Recent	Shows a list of uploaded flights where STD has been exceeded. All flights are automatically deleted 24 hours after STD
Any Period	Shows all flights uploaded to CrewBriefing

(List generated 2010-10-15 07:15:23 UTC)

[↔ Group Flights](#)

Msgs	FLIGHT	STD ▲	Dep	Upload Time (UTC)
------	---------------	-------	-----	-------------------

Main view tab strip	
Msgs	Shows an envelope icon if a message (not uploaded documents) exists for a specific flight.
FLIGHT	When clicked sorts the shown flights by Flight number in ascending/descending order
STD	When clicked sorts the shown flights by STD in ascending/descending order
Dep	When clicked sorts the shown flights by Departure in ascending/descending order
Upload Time (UTC)	When clicked sorts the shown flights by Upload Time in ascending/descending order

Search for

Any Category ▼

[Search / Update List](#)

Extended possibilities to search for a user defined aircraft reg number/tail number and/or crew initial etc.

Insert the search string, select if you want the search to be performed for all categories or by clicking the arrow down to search for one of the five specific categories.

Aircraft Reg. Number	Specific Aircraft Registration number
Crew Code	Crew initials on uploaded flights
Departure	All flights from specific Departure aerodrome
Destination	All flights to specific Destination aerodrome
Departure or Dest.	All flights from both specific Dept/Dest aerodrome

Click the Search button to view the result of your search.

Crew initials can be between 1 and 5 characters depending on the uploaded amount. If no crew initials are uploaded, the search will come up blank.

Also, click the Search/Update List button to get your current flight list refreshed.

Note : Only full string search is possible. Partial string inserted will result in no flights shown.

[User default settings...](#) User logged in: 007MANUAL

To tailorize an individual opening page for each **CrewBriefing**-user click on User settings and the selectable items are highlighted in green:

- select the settings you want and click Save to store for further use.

Note : Option to turn off this feature is available under administration.

Flights List Page 1 2 3

If more than one page of flights is available, a page selection option will appear at the bottom.

Flight Info

CrewBriefing offers the possibility to create and print/fax/save two different “Flight packages”, one for a single flight and one for a group of flights.

According to the number of selected flights you will either get the Flight Info Menu (single flight) or the Flight Group Info Menu (multiple flights).

It's possible to set a maximum number of flights you want to display in the Flight Selection window individually for each log-in. You can choose to display between 30, 40, 50 or 60 flights. This is configured in the user administration window and will be explained in more detail later in this manual.

To open Flight Info Menu for a flight, just click on the relevant registration/flight number(s).

Group Selected Flights

To open details for a group of flights select the flights you want to group in the FLIGHT list and click one of the **Group Flights** links.

These are displayed above and below the Flight Selection Window.

Group Flights

Msgs	FLIGHT	STD	Dep	Upload Time (UTC)
<input type="checkbox"/>	OYPPS-EKBI-EKCH	151100	EKBI	10-15 06:55
<input type="checkbox"/>	OYPPS-EKBI-EDDH	151200	EKBI	10-15 06:54
<input checked="" type="checkbox"/>	OYPPS-EKBI-EDDF	151500	EKBI	10-15 06:54
<input checked="" type="checkbox"/>	OYPPS-EDDF-EKBI	151800	EDDF	10-15 07:52
<input type="checkbox"/>	OYPPS-EKBI-LPPT	151900	EKBI	10-15 06:54

Flights List Page 1

Group Flights

AIR SUPPORT PPS - Click to Group Check Marked Flights And Open Flight Group Menu CrewBriefing ver. 2.2.1

You have the possibility to select up to a maximum of 7 flights in a group. When the maximum selected flights are exceeding 7 flights the following text will be displayed above and below the Flight Selection window:

To group flights, please first check mark two to seven flights

Group Flights (Note: Flights check marked on any list page will be grouped)

Note : Option to make refresh and recalculation of flights is not available when grouping flights. This must be done in Single flight selection and following Group flights can be used for printing.

Single flight

If a message has been uploaded/sent to a flight, a small envelope is shown in front of the flight number link. In case the message has high importance, a red exclamation mark is shown beside the envelope (e.g. OYPPS-EKBI-LPPT).

Group Flights

Msgs	FLIGHT	STD	Dep	Upload Time (UTC)
<input type="checkbox"/>	OYPPS-EKBI-EKCH	151100	EKBI	10-15 06:55
<input type="checkbox"/>	OYPPS-EKBI-EDDH	151200	EKBI	10-15 06:54
<input type="checkbox"/>	OYPPS-EKBI-EDDF	151500	EKBI	10-15 06:54
<input checked="" type="checkbox"/>	OYPPS-EDDF-EKBI	151800	EDDF	10-15 07:52
<input checked="" type="checkbox"/>	OYPPS-EKBI-LPPT	151900	EKBI	10-15 06:54

Flights List Page 1

We have the possibility not to show any envelopes at all on the flight page(s). This on/off feature toggle is only available in the Company Settings Administration.

Following screen appears when a high importance message is attached to the flight selected from the list.

Important Message(s) for flight **007OYPPS-EKBI-LPPT** (STD 281900)

!☑ Please [Read Important Message\(s\)](#) and return here to continue

You now click on the blue link “Read Important Message(s)” and a new browser window is open showing you the PDF containing the high important message(s)

Fuelstrike

!☑ Msg Sender: 007PILOT Msg Sent: 2003-09-01 09:46 UTC

Upload as much possible before departure

When closing this browser window you will see the text in the previous window has changed to:

Important Message(s) for flight **007OYPPS-EKBI-LPPT** (STD 281900)

!☑ Please [Read Important Message\(s\)](#) and return here to continue [to Flight Info Menu](#)

It's now giving you the option to continue, just by clicking on the link: **to the Flight Info Menu**

Flight OYPPS-EKBI-LPPT (STD 281900)**Select Flight Information**

Next ->

Include / Exclude All Items

☑ Flight Messages: ☒ All / ☐ Important Only

☑ Log: [Refresh](#) [Recalculate](#)

☑ WX: ☒ Show / ☐ Hide Adequate Apts WX ☒ ½ size [Help](#)

☑ NOTAMs: ☒ Show / ☐ Hide FIR NOTAMs ☒ ½ size [Help](#)

☑ ATC Flight Plan: ☒ Short / ☐ Full ICAO / ☐ Both

☑ [Wind/T & SWX charts for 007OYPPS-EKBI-LPPT \(STD 281900\)](#)

[+]
☑ Wind/T chart(s): -FL390 Valid:281900

☑ SWX chart(s): -Route specific FL 100-450 Valid:281800 WAFC:London

☑ Cross section: -281900 - 282219

[Legend](#)

☑ Uploaded Documents:

☑ [Documents](#)

☑ [Pax-Load](#)

☑ [pilot report form.pdf](#)

☐ Runway Analysis: (None)

☐ AC-U-KWIK Airport Info:

☑ [EKBI](#)

☑ [LPPT](#)

☑ [LPFR](#)

☑ [LPPR](#)

☑ [LPCS](#)

[Legend](#)

☑ [LEV D](#)

☑ [LETA](#)

☑ [Pax Info Chart](#)

Next ->

NOTE: All info is in Pdf format - Pdf reader required (except to fax) ->



When selecting any of the blue underlined text in the **Flight Info Menu** a preview of the chosen item on the screen will be shown.

As default, all items are selected for inclusion in the flight information document about to be created. To deselect one or more items just unmark the box.

AIR SUPPORT A/S staff can, on request from the company, adjust default selections.

Note : It must be the company **CrewBriefing** administrator who makes the request.

☒ **Flight Messages:** ☒ [All](#) / ☐ [Important Only](#)

As default all messages for the flight will be included but you have the option to only include important messages.

☒ **Log:** [Refresh](#) [Recalculate](#)

The features Refresh and Recalculate are described later in this manual.

To minimize the amount of paper printed for each flight information document, half size print is available for Weather and NOTAMs.

☒ [WX:](#) ☒ Show / ☐ Hide [Adequate Apts WX](#) ☒ [1/2 size](#) [Help](#)
☒ [NOTAMs:](#) ☒ Show / ☐ Hide [FIR NOTAMs](#) ☒ [1/2 size](#) [Help](#)

In this example 1/2 sizes is selected as default and the item will be printed in two columns landscape size.

Note : Be careful to use half-size when the printout is intended to be faxed. Fax quality may destroy vital detailed information in the text.

The ATC flightplan can be included both in short or full ICAO or both.

☒ **ATC Flight Plan:** ☒ [Short](#) / ☐ [Full ICAO](#) / ☐ Both

Wind and significant WX charts are already marked for the flight depending on time and level, but also other levels, time-blocks and route-time-windows are available. Click the small plus sign and a new selection-box opens up.

☒ [Wind/T & SWX charts for 007OYPPS-EKBI-LPPT \(STD 281900\)](#)

[+]

<input checked="" type="checkbox"/> Wind/T chart(s):	-FL390 Valid:281900					
<input checked="" type="checkbox"/> SWX chart(s):	-Route specific FL 100-450 Valid:281800 WAFC:London					
<input checked="" type="checkbox"/> Cross section:	-281900 - 282219					
Type	FL	STD-3h	STD	Mid-route	STA	STA+3h
Wind/T	300	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/T	340	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/T	390	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/T	450	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWX		281800		290000		290600
Route-specific		<input checked="" type="checkbox"/> FL 100-450		<input type="checkbox"/> FL 100-450		<input type="checkbox"/> Not available
Standard		<input type="checkbox"/> EUR		<input type="checkbox"/> EUR		<input type="checkbox"/> Not available
Cross Section		<input checked="" type="checkbox"/> 281900 - 282219				

[Legend](#)

In the lower right corner a green link “Legend” opens up a new browser with the page from Annex 3- Meteorological Service for International Air Navigation, Appendix 1-16, explaining symbols and abbreviations normally used.

When all selections are made, click “Next” to proceed to specify how you wish to receive the selected flight information.

The screenshot shows a web interface for flight information. At the top, it says "Flight OYPPS-EKBI-LPPT (STD 281900)". Below this is a section titled "Get/Send Selected Flight Information". On the right side of this section is a button labeled "<- Back". In the center, there is a button labeled "Download Flight Information" with "[PDF]" next to it. To the right of this button is a yellow box containing the text: "Generates selected data as a single Pdf document + downloads & displays document in Pdf reader." and "<- Please be patient after pressing button, the tasks can take up to a few minutes to complete." Below the "Download Flight Information" button, there are two links: "Email Flight Information ..." and "Fax Flight Information ...".

Click Download Flight Information to get all selected items as a single document to view/save/print.

All downloaded documents are of course Bookmarked.

If left-clicked, the PDF will automatically be downloaded and the associated PDF-Reader (mandatory for viewing PDF's) will start up, showing the file.

If right-clicked, a box will appear from where you have the ability to open or save the PDF-file.

If available (extra feature to **CrewBriefing**) you can also select “Email Flight Information”, which sends off the flight information document to an emailaddress of your choice (no PDF-reader required)

If available (extra feature to **CrewBriefing**) you can also select “Fax Flight Information”, which sends off the flight information document to a fax-machine of your choice (no PDF-reader required). See later in this manual on how to use the email and Fax Flight function.

Group of flights

If a message has been uploaded/sent to a flight, a small envelope is shown in front of the flight number link. In case the message has high importance, a red exclamation mark is shown beside the envelope (e.g. OYPPS-EKBI-LPPT).

We have the possibility not to show any envelopes at all on the flight page(s). This on/off feature toggle is only available in the Company Settings Administration.

Important Message(s) for Flight Group

Flight group flights:

- OYPPS-EKBI-EDDF (STD 281500)
- OYPPS-EDDF-EKBI (STD 281800)

!✉ Please [Read Important Message\(s\)](#) and return here to continue

To read the message click on the underlined Read Message(s) and a PDF-document containing the message(s) will open.

An important message must be opened (acknowledged) before the user can continue to the flight menu by clicking on the link to Flight Info Menu.

Important Message(s) for Flight Group

Flight group flights:

- OYPPS-EKBI-EDDF (STD 281500)
- OYPPS-EDDF-EKBI (STD 281800)

!✉ Please [Read Important Message\(s\)](#) and return here to continue [to Flight Info Menu](#)

Clicking on the link opens the Menu page:

Flight Group consisting of flights:

- OYPPS-EKBI-EDDF (STD 281500)
- OYPPS-EDDF-EKBI (STD 281800)

Select Flight Group Information Next ->

☒ Identical Info Only Once

☒ Messages: ☒ [All](#) / ☐ [Important Only](#)

☒ [Logs](#)

☒ [WX:](#) ☒ Show / ☐ Hide Adequate Apts WX ☒ 1/2 size [Help](#)

☒ [NOTAMs:](#) ☒ Show / ☐ Hide FIR NOTAMs ☒ 1/2 size [Help](#)

☒ ATC Flight Plans: ☒ [Short](#) / ☐ [Full ICAO](#) / ☐ Both

☒ [Wind/T & Significant WX Charts](#)

☒ [Wind/T & SWX charts for 007OYPPS-EKBI-EDDF \(STD 281500\)](#)

[+1] ☒ Wind/T chart(s): -FL240 Valid:281500

☒ SWX chart(s): -Route specific FL 100-450 Valid:281800 WAFC:London

☒ Cross section: -281500 - 281608

☒ [Wind/T & SWX charts for 007OYPPS-EDDF-EKBI \(STD 281800\)](#)

[+1] ☒ Wind/T chart(s): -FL100 Valid:281800

☒ SWX chart(s): -Route specific FL 100-450 Valid:281800 WAFC:London

☒ Cross section: -281800 - 282108

[Legend](#)

☒ Uploaded Documents: ☒ [pilot report form.pdf](#)

☐ Runway Analyses: (None)


☐ AC-U-KWIK Airport Info: ☒ [EKBI](#) ☒ [EDDF](#) ☒ [EDFE](#) ☒ [EKVD](#)

[Legend](#)

☒ [Pax Info Charts](#)

Next ->

NOTE: All info is in Pdf format - Pdf reader required (except to fax) ->



Selecting the blue underlined text displays the chosen item on the screen.

As default, all items are selected for inclusion in the flight information document about to be created. To deselect one or more items just unmark the box.

AIR SUPPORT A/S staff on request from the company can adjust default selections.

Note : It must be the company **CrewBriefing** administrator who makes the request.

To minimize the amount of paper printed for each flight information document, half size print is available for Weather and NOTAMs.

☒ [WX:](#) ☒ Show / ☐ Hide Adequate Apts WX ☒ 1/2 size [Help](#)

☒ [NOTAMs:](#) ☒ Show / ☐ Hide FIR NOTAMs ☒ 1/2 size [Help](#)

Just place a mark in the 1/2 size box and the item will be printed in two columns landscape size.

☒ Identical Info Only Once

Ticking this box will also help spare papers by only displaying identical info on e.g. WX / Notam's once.

Wind and significant WXcharts are already marked for the flight depending on time and level, but also other levels, time-blocks and route-time-windows are available. Click the small plus sign and a new selection-box opens up.

☒ [Wind/T & SWX charts for 007OYPPS-EDDF-EKBI \(STD 281800\)](#)

[-]

☒ Wind/T chart(s): -FL100 Valid:281800
☒ SWX chart(s): -Route specific FL 100-450 Valid:281800 WAFC:London
☒ Cross section: -281800 - 282108

Type	FL	STD-3h	STD	Mid-route	STA	STA+3h
Wind/T	050	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/T	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/T	140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWX		281800		290000		290600
Route-specific		<input checked="" type="checkbox"/> FL 100-450		<input type="checkbox"/> FL 100-450		<input type="checkbox"/> Not available
Standard		<input type="checkbox"/> EUR		<input type="checkbox"/> EUR		<input type="checkbox"/> Not available
Cross Section		<input checked="" type="checkbox"/> 281800 - 282108				

Legend

In the lower right corner a green link “Legend” opens up a new browser with the page from Annex 3- Meteorological Service for International Air Navigation, Appendix 1-16, explaining symbols and abbreviations normally used.

☒ Uploaded Documents:

It's possible to upload several pdf document from PPS Control Panel to specific flights and can be downloaded together with the rest of the briefing.

☐ Runway Analyses: (None)

If you subscribe to APG (Aircraft Performance Group) you will be able to include a runway analysis for both departure and destination.

☒ AC-U-KWIK Airport Info:

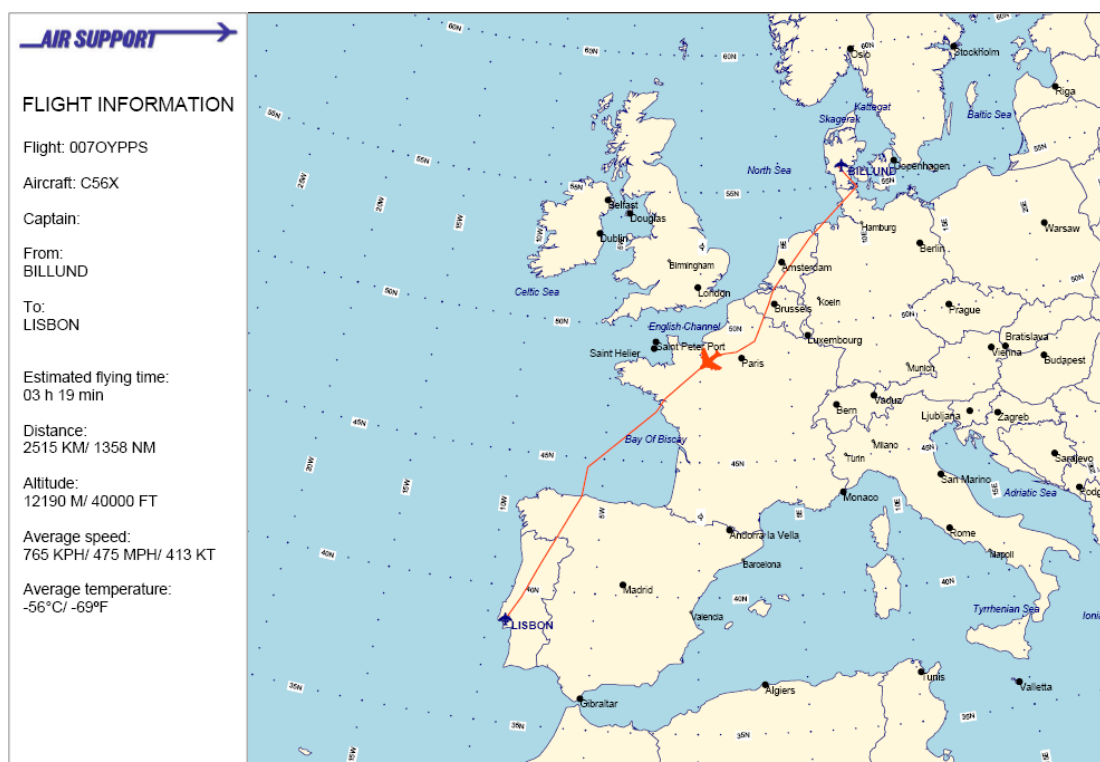
[Legend](#)

Crewbriefing can interface to AC-U-KWIK, Which delivering several airport information. A hyperlink can open a Legend page for description about AC-U-KWIK.

☒ Pax Info Charts

It's possible to have a Pax Info Chart included in the briefing package.

Example of Pax Info Chart:



When all selections are made, click “Next” to proceed to specify how you wish to receive the selected flight information.

Flight Group consisting of flights:

- OYPPS-EKBI-EDDF (STD 281500)
- OYPPS-EDDF-EKBI (STD 281800)

Get/Send Selected Flight Information <- Back

[Download Flight Information](#) [PDF]

Generates selected data as a single Pdf document + downloads & displays document in Pdf reader.

<- Please be patient after pressing button, the tasks can take up to a few minutes to complete.

[Email Flight Information ...](#)

[Fax Flight Information ...](#)

Click Download Flight Information to get all selected items as a single document to view/save/print.

If left-clicked, the PDF will automatically be downloaded and the associated PDF-Reader (mandatory for viewing PDF's) will start up, showing the file.

If right-clicked, a box will appear from where you have the ability to open or save the PDF-file.

If available (extra feature to **CrewBriefing**) you can also select “Email Flight Information”, which sends off the flight information document to an email address of your choice (no PDF-reader required)

If available (extra feature to **CrewBriefing**) you can also select “Fax Flight Information”, which sends off the flight information document to a fax-machine of your choice (no PDF-reader required). See later in this manual on how to use the email and Fax Flight function.

Email Flight Information

If available, the following screen will appear when clicking Email Flight Information ...

Flight Group consisting of flights:

- OYPPS-EKBI-EDDF (STD 281500)
- OYPPS-EDDF-EKBI (STD 281800)

Email Selected Flight Information As Pdf Attachment

To Address:

(Required field)

Subject Text:

CrewBriefing flight information packet

Body Text:

Please deliver to flight crew member.

NOTE: Please do not reply to this email address which is not monitored.

From Address:

NoReply@crewbriefing.com

Attached File:

FlightGroup.pdf

Send Email

Just fill in the To Address and press send email and the flight package will be sent to the address you have specified.

Fax Flight Information

If available, the following screen will appear when clicking Fax Flight Information ...

Flight FlightGroup (STD)

Fax Selected Flight Information

To: ?
[Find Country Code...](#) NOTE: Plus Sign & Country Code prefix Required

Fax Number: ?

Notes: (optional) ?

[Close Window](#)

Need Help ? Click a relevant green question mark

Just fill in the empty spaces specifying text to appear on fax cover sheet and click Send Fax.

Country code information is available by clicking Find Country Code, a new line appears from which you can click arrow down to display a list of countries sorted alphabetically. Selecting a country automatically inserts the country code in the Fax Number line.

Flight FlightGroup (STD)

Fax Selected Flight Information

To: ?
[Find Country Code...](#) NOTE: Plus Sign & Country Code prefix Required

Fax Number: ?

Notes: (optional) ?

[Close Window](#)

Need Help ? Click a relevant green question mark

Notice

Fax number must always contain country code and must be typed as

+45, not 0045

You will continually be updated with information regarding the fax transmission if you keep the window open.

At any time during the transmission you can close the window and the fax transmission will still continue. You can even start a new fax-session without interrupting the ongoing transmission.

Flight 007OYPPS-EKBI-LPPT (STD 231900)

Fax job Successfully Submitted

To:Captain John Doe

Fax Number:+4575332589

Notes:Please hand this fax over to Captain John Doe.
All pages are important for flight safety

Fax Job Report:

Creating Fax Document (step 1 of 3)...
Contacting Fax Sender (step 2 of 3)...
Monitoring Fax Send Progress (step 3 of 3)...
Fax job Successfully Submitted 2004-08-24 12:01:21 Z

Close Window

CTOT

NOTE: ONLY FOR CUSTOMERS WITH AMEXSY !

It's possible to have CTOT displayed in the briefing package.
Underneath you can see example from PPS customer Sterling Airlines.

Screen dumps made with acceptance from customer.

Example:

Msgs	FLIGHT	STD [△]	Dep	Upload Time (UTC)
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB2372-CHO-BLL	031130	LGSA	10-03 09:30
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB757-ARN-BRU	031135	ESSA	10-03 09:29
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB706-AGP-ARN CTOT	031135	LEMG	10-03 09:29
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB330(330T)-AGP-BLL	031135	LEMG	10-03 09:28
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB156-FLR-MMX	031145	LIRQ	10-03 09:28
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB210(210T)-NCE-GOT CTOT	031150	LFMN	10-03 09:28
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB742-FCO-ARN	031155	LIRF	10-03 09:27
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB3258-CHO-CPH CTOT	031155	LGSA	10-03 09:27
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB346-CDG-BLL	031205	LFPG	10-03 10:30
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB546-FCO-CPH CTOT	031210	LIRF	10-03 10:29
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB472-SPU-CPH	031210	LDSP	10-03 10:30
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB622-BCN-OSL	031220	LEBL	10-03 10:29
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB404-BGO-CPH CTOT	031225	ENBR	10-03 10:29
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB756-NCE-ARN	031230	LFMN	10-03 10:28
<input checked="" type="checkbox"/>	<input type="checkbox"/> SNB480-ARN-CPH	031245	ESSA	10-03 10:28

To read the CTOT you need to click the flight affected.

In the flight information window you click on Short ATC:

Select Flight Information

☒ Flight Messages: ☒ All / ☐ Important Only

☒ Log: [Refresh](#) [Recalculate](#)

☒ WX: ☒ Show / ☐ Hide Adequate Apts WX ☒ ½ size [Help](#)

☒ NOTAMs: ☒ Show / ☐ Hide FIR NOTAMs ☒ ½ size [Help](#)

☒ ATC Flight Plan: ☒ Short / ☐ Full ICAO / ☐ Both

☒ [Wind/T & SWX charts for](#) [View/Print Short ATC Flight Plan \(Alone\)](#) [81800](#)

☒ Wind/T chart(s): -FL100 Valid:281800

☒ SWX chart(s): -Route specific FL 100-450 Valid:281800 WAFC:London

☐ section: -281800 - 08

This will display the entire AMEXSY message history including the CTOT

See example on the following page:

Short ICAO ATC Flight Plan for flight **SNB210(210T)-NCE-GOT** (STD 031150)

```

IBV963 030950
FF EKBICPUF
030950 EBBDZMTA
-TITLE SAM
-ARCID SNB210T
-IFPLID BB81450027
-ADEP LFMN
-ADES ESGG
-EOBD 081003
-EOBT 1150
-CTOT 1214
-REGUL ZM403
-REGUL EKACU03
-REGUL EKLVO03A
-TAXITIME 0008
-REGCAUSE CE 81

IBV012 021303
FF EKBICPUF
021304 LFPYZMFP
-TITLE ACK -MSGTYP IPPL -FILTID 021304 -ORIGINDT 0810021304
-BEGIN ADDR
  -FAC EKCHSNEO
  -FAC EKBICPUF
-END ADDR
-IFPLID BB81450027
-BEGIN MSGSUM -ARCID SNB210T -ADEP LFMN -ADES ESGG -EOBT 1150 -EOBD
081003 -ORGN EKBICPUF -END MSGSUM

BIV340 021304
FF EBBDZMFP LFPYZMFP
021304 EKBICPUF
(FPL-SNB210T-IS
-B737/M-SIRXWYGP/S
-LFMN1150
-N0447F400 BASIP Y15 ABN UM985 MONEB UN851 KEMAD UL190 HAM UM852 EKERN/N0455F410
UP615 ASBIL/N0458F400 UP615 RADIS/N0307F410 UN873 GOTEX N873 BAK
-ESGG0212 ESGP
-REG/OYMRJ OPR/SNB RVR/200 RMK/CONTACT +45 32890787 DOF/081003
EET/LIMM0003 LSAS0029 EDGG0043 EDVV0108 EKDK0135 ESAA0203
-R/0259 P/125 R/125 PDJ/J/FUV

```

Another place where the CTOT will be displayed is on the front page of the complete briefing downloaded from CrewBriefing.

CrewBriefing Information Packet


for **Flight SNB210(210T)-NCE-GOT STD 031150 CTOT 1214**

AIR SUPPORT A/S PPS - CrewBriefing


NOTE: CTOT information will only be displayed for flights with a STD that occurs within 2 hours of the present UTC time in question.

Refresh

This will take the uploaded log and refresh it with the latest predicted winds available on the **CrewBriefing** server.

 **AIR SUPPORT**

Recalc: 007OYPPS-EKBI-EDDF (STD 11121500)
Warning: Based on PPS data from:090513 0714



Progress reported by Server: **Waiting for status**

Click to see event log:

During the recalculation you can see a green bar going from left to right several times indicating various calculations to be finished.

When calculation is complete you get the option to go direct to the recalculated flight. In the lower right corner is a dropdown box where you can see the various stages of the recalculation and also if any parameters have been changed.

You will always be updated about when our CrewBriefing server has received the last backup from your company.

If backup is more than 24 hours old you will receive a warning about this:

 **AIR SUPPORT**

Recalc: 007OYPPS-EKBI-EDDF (STD 11121500)
Warning: Based on PPS data from:090513 0714

[Go to recalculated flight](#)

Progress reported by Server: **Recalculation complete.**

Click to see event log:

Back in the Main View you now have an extra flight with same details plus the routing has been added a –R and in the upload time you can easily see exactly when the refresh was done.

AIR SUPPORT

[Time: 13:51 UTC \(14:51 local computer\)](#)
[Administration](#)
[Help](#)

[Flight Info](#)
[Write Message](#)
[WX Next 12 Hrs](#)
[Miscellaneous](#)
[Company Documents](#)
[Extra WX/Charts/NOTAMs](#)
[Log out](#)

[User default settings...](#)
User logged in: 007MASTERUSER

[List Flights](#)
[Next 6 Hrs](#)
[Next 12 Hrs](#)
[Next 24 Hrs](#)
[Recent](#)
[Any Period](#)

Any Category
▼

Search / Update List

(List generated 2010-11-12 13:51:38 UTC)

[Group Flights](#)

Msgs	FLIGHT	STD ▲	Dep	Upload Time (UTC)
!☑	<input type="checkbox"/> OYPPS-EKBI-EDDF	121500	EKBI	11-12 10:28
!☑	<input type="checkbox"/> OYPPS-EKBI-EDDF-R	121500	EKBI	11-12 13:48
!☑	<input type="checkbox"/> OYPPS-EKBI-LPPT	121900	EKBI	11-12 10:28

Flights List Page 1

[Group Flights](#)

AIR SUPPORT
PPS - CrewBriefing

CrewBriefing ver. 2.2.1

Note : You are NOT able to Refresh an already refreshed/recalculated route. But you can always perform a new refresh on the original route, i.e. TST003-BGSF-EBOS.

Important


This feature is only available when a group-function is setup on a PPS-system somewhere in your company and data has been uploaded to the PPS-group-server. A refresh calculation will be based on the stored PPS-group-server data and not on the actual uploaded data in case you upload with locally changed data.

Recalculate

This will take the uploaded flight and give you options to change key data for the flight and create a new log.

When first entering the flights uploaded details is displayed and you can change one or more items as you wish.

This will take the uploaded log and refresh it with the entered changes and latest predicted winds available on the **CrewBriefing** server.




Recalc: 0070YPPS-EKBI-LPPT (STD 09111900)

Aircraft	FA50 / OYPPS		
Configurations	8 Pax version		
Pax	<input type="text" value="2"/>	Min 0	Max 10
Deadload	<input type="text" value="0"/>	Min 0	Max 2880
Cruise	M75		
Policy	MAX FUEL		
Fuel	<input type="text" value="15514"/>	Min 0	Max 15514 <input type="button" value="Min Fuel"/> <input type="button" value="Max Fuel"/>
Flight Level	<input type="text" value="360"/>		
STD	<input type="text" value="09111900"/>		
Alternate1	<input type="text" value="LPMT"/>	<input type="button" value="..."/>	MONTIJO-AIR BASE NR 6
Alternate2	<input type="text"/>	<input type="button" value="..."/>	Please type 3-4 letters.
Crew	CPT [N/A]	Replace selected CREW member with: <input type="button" value="AND(Anders Jensen)"/> <input type="button" value="Replace"/>	

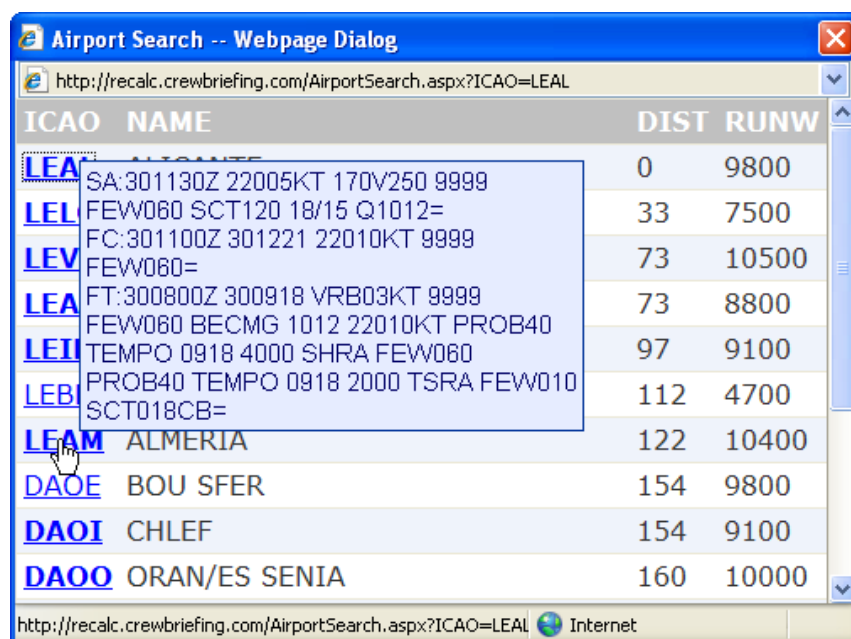
Units: Lbs

Underneath you can see a description of the several areas that can be changed.

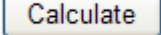
Aircraft	Aircraft ICAO identifier & Tail number.	Cannot be changed.
Configurations	The configuration of the aircraft.	Up to 6 different configs can be chosen.
Pax	Number of pax.	Limitation shown as Min / Max.
Deadload	Weight of luggage/Cargo to upload.	Limitation shown as Min / Max.
Cruise	Cruise profile.	Up to 6 different profiles can be chosen.
Policy	Fuel policy chosen in fuel.	-
Fuel	Fuel uploaded.	Limitation shown as Min / Max. It's possible to choose between two different fuel policies. Min Fuel or Max Fuel. Finally it's


		possible to enter a fixed fuel figure
Flight Level	The planned flight level.	It is not recommendable to change the flight level unless you are 100% sure that all airway restrictions are being followed.
STD	MM.DD.TIME	If changed all WX, NOTAM & Maps in the briefing package will correspond to the new STD.
Alternate1	1 st Alternate Airport.	It's possible to manually enter the ICAO or IATA code of an airport. But we recommend to click on  and a list of 20 closest airports which comply with minimum RWY length set in PPS will be displayed. See example #1
Alternate2	2 nd Alternate Airport.	Same as Alternate1 description.
Crew	Possible to change crewmembers.	When new crewmember has been chosen click on the Replace key.

#1 Example of alternate list displayed.



As shown on the example it's possible to have WX displayed if you hover with the cursor above the airport, but this is only available for alternates written with bold characters.

When all necessary changes have been made, click on  and the following screen will appear:



Recalc: 007OYPPS-EKBI-LPPT (STD 09111900)

[Go to recalculated flight](#)


Progress reported by Server: **Recalculation complete.**

Click to see PPS log:

During the recalculation you can see a green bar going from left to right several times indicating various calculations to be finished.

When calculation is complete you get the option to go direct to the recalculated flight. In the lower right corner is a dropdown box where you can see the various stages of the recalculation and also if any parameters have been changed.

Back in the Main View you now have an extra flight with same details plus the routing has been added a -R and in the upload time you can easily see exactly when the refresh was done.



CrewBriefing
[Administration](#) [Help](#)

[Flight Info](#)

[Write Message](#)

[Extra WX](#)

[Extra NOTAMs](#)

[Extra Charts](#)

[Miscellaneous](#)

[Company Documents](#)

[Log out](#)

User default settings... User logged in: 007MANUAL

List Flights: [Next 6 Hrs](#) [Next 12 Hrs](#) [Next 24 Hrs](#) [Recent](#) [Any Period](#)

Search for
 As Any Listed Category

(List generated 2007-09-11 13:09:22 UTC)

Msgs	FLIGHT	STD ^Δ	Dep	Upload Time (UTC)
<input type="checkbox"/>	007OYPPS-EKBI-LEPA	111500	EKBI	09-11 08:03
<input checked="" type="checkbox"/>	007OYPPS-EKBI-LPPT	111900	EKBI	09-11 08:04
<input checked="" type="checkbox"/>	007OYPPS-EKBI-LPPT-R	111900	EKBI	09-11 12:43
<input type="checkbox"/>	007OYPPS-LPPT-EDDM	112200	LPPT	09-11 09:23

Flights List Page 1

AIR SUPPORT A/S PPS - CrewBriefing
CrewBriefing ver. 2.1.6

NOTE: You are NOT able to recalculate an already refreshed/recalculated route. But you can always perform a new recalculation on the original route, i.e. 007OYPPS-EKBI-LPPT.

Important

This feature is only available when a group-function is setup on a PPS-system somewhere in your company and data has been uploaded to the PPS-group-server. A recalculation will be based on the stored PPS-group-server data and not on the actual uploaded data in case you upload with locally changed data.

Write Message

NOTE: It's not possible to write a message directly to a refreshed/recalculated flight. If you want to write to a recalculated flight you must write the message to the original flightplans!

We provide two ways to enter the message editor – either by clicking “Write Message” in the top or by clicking on the pencil (✎) right next to the flight number.

By clicking the pencil the flight number is automatically inserted in the “To: [+/-]” box.

The screenshot displays the 'AIR SUPPORT' web interface with the 'CrewBriefing' logo. The top navigation bar includes links for 'Flight Info', 'Write Message' (highlighted), 'WX Next 12 Hrs', 'Miscellaneous', 'Company Documents', 'Extra WX/Charts/NOTAMs', and 'Log out'. A status bar shows the time as 13:05 UTC (15:05 local computer) and links for 'Administration' and 'Help'. The user is logged in as '007MANUAL'.


The main section is titled 'Write New Message'. It features a 'Send' button and a 'Change a Sent Msg ...' button. The 'To: [-]' field is currently empty, displaying the text 'No recipients specified, please specify one or more below'. Below this is the 'Specify Recipient(s):' section, which includes a 'Send message to' dropdown menu set to 'Flight (FLT)'. A text input field prompts the user to 'Enter Flight name + Dep. + Dest. (excl. prefix) (ICAO or IATA)', with a sample entry '007' followed by three empty boxes. A button with a right-pointing arrow is next to this input. Below the input field is a dropdown for 'Previously used recipients' showing '007OYPPS-EDDF-EKBI'. A note states 'Unexpired flights not recalculated and'. A green message at the bottom of this section says 'When done specifying recipient(s), click 'Validity Period' and specify a time period'.

To the right of the 'Specify Recipient(s):' section is the 'Recipients Specified:' section, which is currently empty. A 'Remove Selected Recipient(s)' button is located at the bottom of this section.

Below the recipient sections is the 'Validity Period: [+]' section, which includes a checkbox for 'Until Further Notice (from Send Time)'. The 'Subject:' and 'Message Text:' fields are at the bottom of the form.

New Message

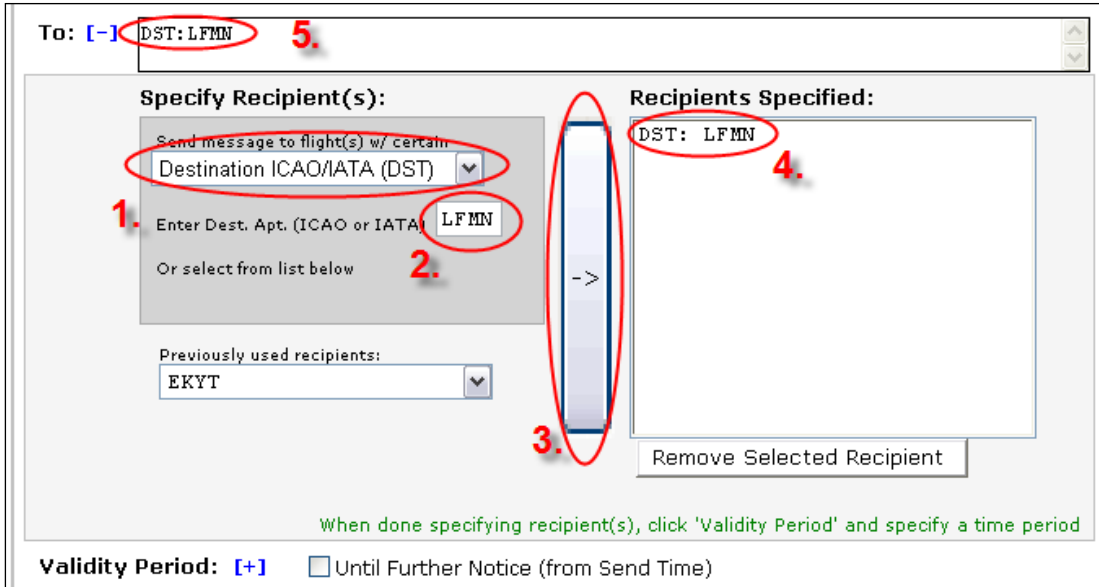
Input sequence for the message details is optional.

Clicking on  changes message priority. A red exclamation mark indicates a priority message.

Follow the displayed help text.

Example:

You want to inform all present and future flights of a baggage handling strike in Nice.



The screenshot shows the 'New Message' form with the following elements and annotations:

- To:** [-] DST: LFMN (Annotation 5)
- Specify Recipient(s):**
 - Send message to flight(s) w/ certain Destination ICAO/IATA (DST) (Annotation 1)
 - Enter Dest. Apt. (ICAO or IATA) LFMN (Annotation 2)
 - Or select from list below
 - Previously used recipients: EKYT
- Recipients Specified:** DST: LFMN (Annotation 4)
- Remove Selected Recipient** button
- Validity Period:** [+] ☐ Until Further Notice (from Send Time)
- Green text at the bottom: When done specifying recipient(s), click 'Validity Period' and specify a time period

Red circles and numbers 1-5 highlight the key steps: 1. DST dropdown, 2. LFMN input, 3. Arrow button, 4. Recipients list, 5. To field.

Select Destination from the Recipient Category drop down list

Type Destination ICAO/IATA-code, previously used recipients can be selected in the drop-down box below.

Click the arrow right to add to the recipients list.

The selected recipient is displayed and can be deselected again by clicking on DST: LFMN followed by clicking the “Remove Recipient” button.

Shows the list of presently chosen recipient(s), which the message will be sent to.

Notice

For the DEP/DST selection to work properly, **CrewBriefing** must be set up to use the same code-type as the uploaded flights. Ex. for flight OYPPS-BLL-LPA, **CrewBriefing** must be set up to use IATA-type. *See Company Settings Administration on how to set up CrewBriefing*

By clicking on “Validity Period ...” you have the option to specify a specific date and time.

Validity Period can also be marked to “Until further notice”.

Notice

Marking validity period as until further notice will force the message to be attached to all relevant present and future flights, until you delete the message.

Messages are automatically deleted from the **CrewBriefing** server 72 hours after the expiration time stated in the Validity Period. This means that you have the possibility to “reuse” a previously sent message again by entering “Change a Message” and alter for example flight number and validity time.

Both of the free text fields for Subject and Message Text must contain at least one character each for the message to be accepted.

Click “Send” to upload the message to **CrewBriefing**.

If errors occur during message upload, the system automatically comes up with a warning describing clearly which data is missing/invalid.

Change a Message

Click “Change a Sent Msg ...”.

The screenshot shows the AIR SUPPORT CrewBriefing web interface. At the top, there's a navigation bar with 'Flight Info', 'Write Message', 'WX Next 12 Hrs', 'Miscellaneous', 'Company Documents', 'Extra WX/Charts/NOTAMS', and 'Log out'. The 'Write Message' tab is active. Below the navigation bar, the 'Change a Sent Message' section is displayed. It includes a table of sent messages for which the user has replace/delete rights. The table has columns for 'Replace Msg', 'Delete Msg', 'Msg Subject (/ Sent To)', and 'Msg Sent Time'. There are two rows of messages, both with the subject 'Fuelstrike'.

Replace Msg	Delete Msg	Msg Subject (/ Sent To)	Msg Sent Time
Replace ...	Delete	Fuelstrike	2010-10-28 12:00 Z
Replace ...	Delete	Fuelstrike	2010-10-15 08:14 Z

Click Replace ... in the line of the message you want to change.

The screenshot shows the 'AIR SUPPORT' CrewBriefing interface. At the top, there's a navigation bar with links: Flight Info, Write Message (active), WX Next 12 Hrs, Miscellaneous, Company Documents, Extra WX/Charts/NOTAMs, and Log out. A status bar indicates 'Time: 13:09 UTC (15:09 local computer)' and 'Administration Help'. Below this, a header shows 'User logged in: 007MANUAL'. The main form is titled 'Replace Original Message Sent 2010-10-28 12:00 Z, w/Subject: 'fuelstrike''. It features a 'Send Replacement' button with a red flag icon, a 'Cancel' button, and a 'Change a Sent Msg ...' button. The 'To:' field is set to 'DST:EDDF'. The 'Specify Recipient(s):' section includes a dropdown for 'Flight (FLT)', a text input for 'Enter Flight name + Dep. + Dest. (excl. prefix) (ICAO or IATA)', and a field with '007' and two empty boxes. Below this is a 'Previously used recipients:' dropdown showing '007OYPPS-EDDF-EKBI'. The 'Recipients Specified:' section shows 'DST: EDDF' and a 'Remove Selected Recipient(s)' button. A green note at the bottom of the recipient section says 'When done specifying recipient(s), click 'Validity Period' and specify a time period'. The 'Validity Period:' section has a '+[-]' button, a checked checkbox for 'Until Further Notice (from Send Time)', and a 'Subject:' field with 'fuelstrike'. The 'Message Text:' field contains the text 'remember to add ekstra fuel due to fuelstrike in EDDF'.

Now you have the opportunity to change message priority, recipient(s), validity period, subject and the message text.

When finished changing, just click “Send Replacement” and the new data is uploaded.



If errors occur during upload of the new message, the system automatically comes up with a warning describing clearly which data is missing/invalid.

Delete a Message

Notice

Ordinary users are only allowed to delete messages sent by that particular user name. Users with administration rights are allowed to change messages sent by all users.

As in Change a Message but instead choose Delete.


AIR SUPPORT

CrewBriefing

Time: 13:13 UTC (15:13 local computer)
[Administration](#)
[Help](#)



[Flight Info](#)
[Write Message](#)
[WX Next 12 Hrs](#)
[Miscellaneous](#)
[Company Documents](#)
[Extra WX/Charts/NOTAMs](#)
[Log out](#)

User logged in: 007MANUAL

Change a Sent Message

Sent messages for which the logged in user has replace/delete rights:


Confirm Deletion of Sent Message With Subject: 'Fuelstrike'

Replace Msg	Delete Msg		Msg Subject (/ Sent To)	Msg Sent Time
Replace ...	Delete		fuelstrike	2010-10-28 12:00 Z
Replace ...	Delete		Fuelstrike	2010-10-15 08:14 Z


1

Click on “Confirm” and the message is deleted.

WX Next 12 Hrs



AIR SUPPORT


CrewBriefing

🕒 Time: 13:14 UTC (15:14 local computer)

[Administration](#)
[Help](#)

[Flight Info](#)
[Write Message](#)
[WX Next 12 Hrs](#)
[Miscellaneous](#)
[Company Documents](#)
[Extra WX/Charts/NOTAMs](#)
[Log out](#)

User logged in: 007MANUAL

WX for Dep/Dest Apts of Flights with STD Next 12 Hours

Refresh WX Search

(WX search performed 2010-10-28 13:14:26 UTC.
Searched for METAR, TAF and LONG TAF.)

Airport EDDF - FRA - FRANKFURT/MAIN RWY 07L 07R 18 25L 25R 36

SA 281250Z 21008KT 9999 FEW031 BKN050 BKN075 13/05 Q1021 NOSIG=

FT 281100Z 2812/2918 22008KT 9999 SCT040 PROB30 TEMPO 2812/2815 BKN030 BECMG 2819/2822 17004KT PROB30 TEMPO 2902/2908 2500 BCFG=

Airport EKBI - BLL - BILLUND RWY 09 27

SA 281250Z 26012KT 9999 -SHRA FEW020TCU 11/09 Q1009=

FT 281140Z 2812/2912 25012KT 8000 BKN015 TEMPO 2812/2814 25015G25KT 4000 SHRA BKN015CB TEMPO 2822/2901 3000 BR BECMG 2901/2903 18008KT 3000 -RADZ BR BKN004 TEMPO 2903/2909 6000 NSW BKN010 TEMPO 2909/2912 1200 BCFG BKN002=

Airport LPPT - LIS - LISBON RWY 03 17 21 35

SA 281300Z 09004KT CAVOK 20/11 Q1020 NOSIG=

FT 281110Z 2812/2918 16007KT CAVOK BECMG 2822/2824 20012KT 9999 FEW015 SCT040 BECMG 2901/2903 21017KT 4000 -RADZ BR SCT006 BKN012 TEMPO 2906/2912 21020G30KT 2000 RA SCT003 BKN006 BECMG 2912/2914 28010KT 9999 NSW SCT018 TEMPO 2912/2918 8000 SHRA BKN015=

End of WX Search

Here the weather for all DEP/Dest that has a STD in the next 12 hours, will be displayed:

User logged in: 007MANUAL

WX for Dep/Dest Apts of Flights with STD Next 12 Hours

Refresh WX Search

Here you can refresh the information by pressing the refresh button.

Miscellaneous

The screenshot shows the 'AIR SUPPORT' interface with the 'Miscellaneous' tab selected. The top navigation bar includes links for Flight Info, Write Message, WX Next 12 Hrs, Miscellaneous (active), Company Documents, Extra WX/Charts/NOTAMs, and a Log out button. A status bar at the top right shows the time as 13:22 UTC (15:22 local computer) and links for Administration and Help. The main content area is titled 'Miscellaneous' and contains a list of links: AIR SUPPORT Charts, Eurocontrol, CFMU Flight Plan Validation, CFMU, Air Support A/S, and WX Support. A disclaimer at the bottom states: 'Disclaimer: Any external links on this page are requested by AIR SUPPORT AS MANUAL. Please note that AIR SUPPORT is not responsible for the security and reliability of external links.'

This page can contain almost anything you want (extra feature to **CrewBriefing**).

The displayed links are the default entries from AIR SUPPORT A/S.

To customize content the only demand is that we have to receive the desired content as HTML or as a txt-file containing the HTML-code.

Company Documents

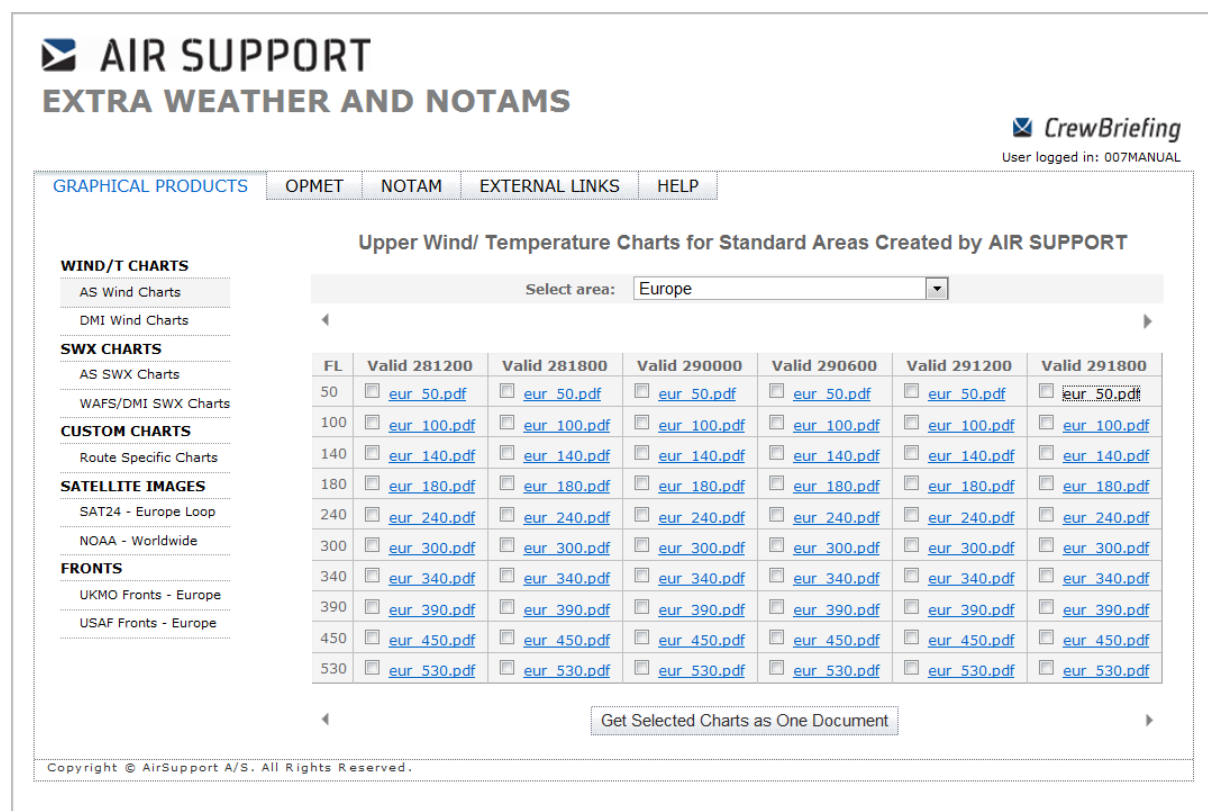
The screenshot shows the 'AIR SUPPORT' interface with the 'Company Documents' tab selected. The top navigation bar is identical to the previous page, but the 'Company Documents' tab is now active. The main content area is titled 'Company Documents [PDF]*' and contains a single link: 'message to all pilots'. At the bottom right, there is a note: '*Pdf reader required ->' followed by the Adobe Reader logo.

This page contains the document(s) that has been chosen to be available for all users. Documents are uploaded via PPS Control Panel, CrewBriefing, Uploaded documents, and select Recipient type to Company Documents.

Extra WX / Charts / NOTAMs



By pressing this feature a new window will open



This window is divided in to 5 Main sections:

Graphical Products: Upper wind & Temp. Charts.
Significant Weather Charts.
Custom Charts.
Satellite Images.

Fronts.

OpMet: TAF/METAR Search.
SIGMET
AIRMET
GAMET

NOTAM: NOTAM Search.
Tracks.

External Links: Links to various sites.

Help: PDF files containing Legends, Abbreviations, Codes, Etc.

Graphical Products

Here you have access to various Maps, Charts & Satellite images.

Wind/T Charts

Here it's possible to download and print Upper Wind/Temperature (FL) Charts.

There are two layouts available for each chart.

AS Wind Charts:	Computer generated charts Produced by Air Support. Here you have the possibility to download the Upper Wind / Temperature Charts for various areas:
DMI Wind Charts:	Maps produced by Danish Meteorological Institute (DMI) Here you have the possibility to download the Upper Wind / Temperature Charts <u>Only</u> for Standard areas: <ul style="list-style-type: none"> - Europe - North West Europe - Greenland - North Atlantic - Africa - Middle East - South America - Pacific

SWX Charts

Here it's possible to download and print Significant Weather Charts.

There are two layouts available for each chart.

AS SWX Charts:	Computer generated Significant Weather Charts produced by Air Support
WAFS/DMI SWX Charts:	Human generated Significant Weather Charts produced by World Area Forecast System (WAFS) and Danish Meteorological Institute (DMI)

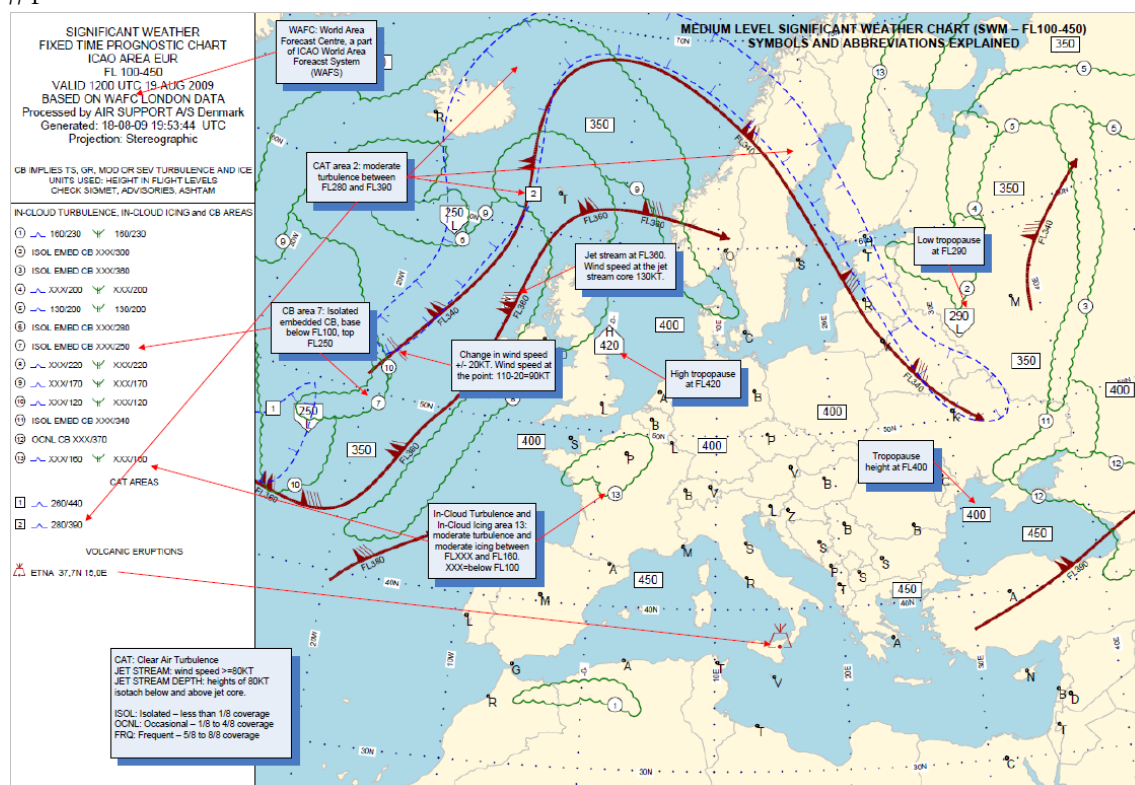
To help you understanding the AS SWX Charts there is a link to guide on how to read the maps:

Significant Weather Charts for Standard Areas Created by AIR SUPPORT

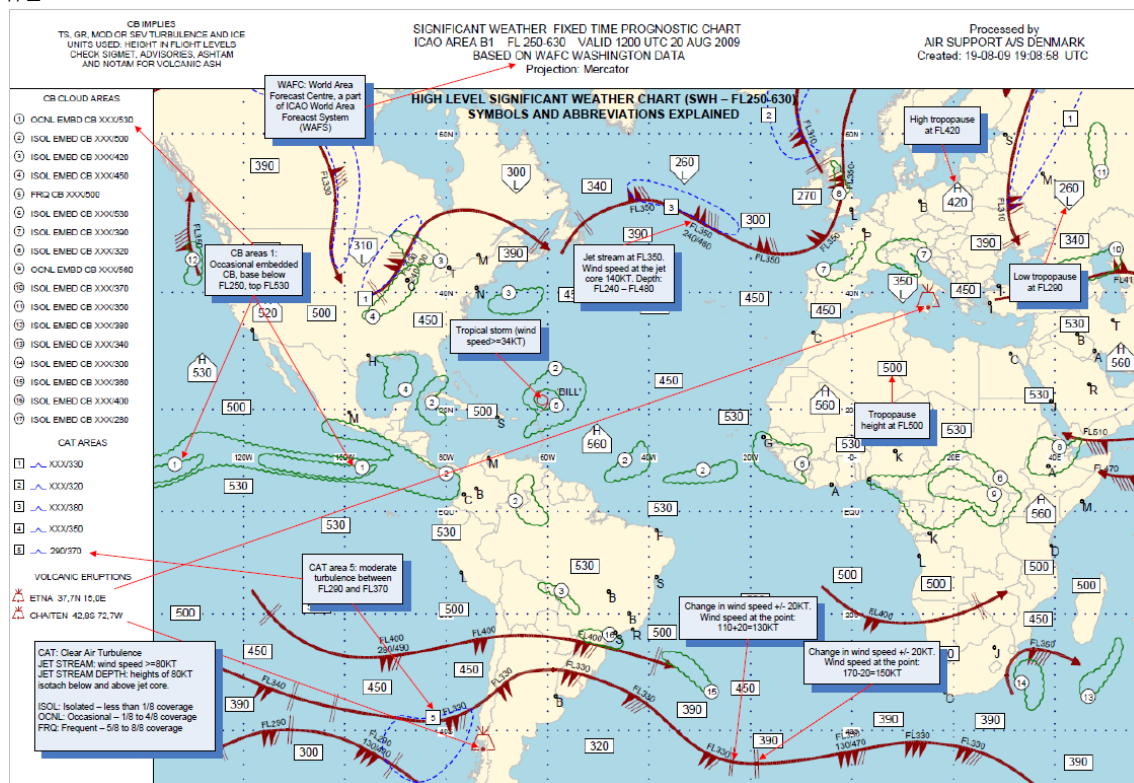
[How to read SWX chart](#)

You can also see the examples here.

#1



#2



Custom Charts

Route Specific Charts:	You can create Route Specific Wind/SWX Charts here.
-------------------------------	---

Simply type in a Dep & Dest Airport, and choose the required Flight Level(s)

Step 1.
Enter ICAO or IATA code for departure and destination airports and select one or more flight level(s)
Then click the Next button

DEPARTURE	DESTINATION	FLIGHT LEVEL
<input type="text" value="ENTC"/>	<input type="text" value="LFPG"/>	<input type="checkbox"/> 050 <input type="checkbox"/> 100 <input type="checkbox"/> 140 <input type="checkbox"/> 180 <input type="checkbox"/> 240 <input type="checkbox"/> 300 <input type="checkbox"/> 340 <input checked="" type="checkbox"/> 390 <input type="checkbox"/> 450 <input type="checkbox"/> 530
		<input type="button" value="Next"/>

Next, enter the correct figures under “Time of Departure” and optionally “En-Route Time”

The Enroute time is for the Cross Section Chart.

Step 2.
Enter time of departure
Enter en-route time to get a time-interpolated wind chart
Then click the Next button

Departure: TROMSO/LAGNES latitude 69.68 longitude 18.9	Destination: PARIS/CHARLES DE GAULLE latitude 49.01 longitude 2.54	Flight level(s): 390
TIME OF DEPARTURE		
yyyy	MM	dd HH mm
<input type="text" value="2009"/>	<input type="text" value="11"/>	<input type="text" value="12 21 00"/>
EN-ROUTE TIME (OPTIONAL)		
		<input type="text" value="03 25"/>
		<input type="button" value="Next"/>

Finally the Route Specific Charts can be downloaded and printed.

>
>
>
>
>

Step 3. Download your charts

DEPARTURE: ENTC TROMSO/LAGNES
Latitude 69.68 Longitude 18.92

DESTINATION: LFPG PARIS/CHARLES DE GAULLE
Latitude 49.01 Longitude 2.54

TIME OF DEPARTURE: 12-11-2009 21:00 UTC

TIME OF ARRIVAL: 13-11-2009 00:25 UTC

SIGWX CHART: VALID 13-11-2009 00:00 UTC
FL 100-450 WAFc: London

WIND/T CHART(s) VALID: 12-11-2009 22:42 UTC

FLIGHT LEVEL(S): 390

CROSS SECTION INTERPOLATED BETWEEN:
12-11-2009 21:00 UTC AND 13-11-2009 00:25 UTC

[Download SIGWX chart](#)
[Download wind charts](#)
[Download cross section graph](#)
[Download all available charts as one document](#)

Satellite Images

SAT24 – Europe Look:	Will display the European satellite image produced by EUMETSAT/DWD .
NOAA – Worldwide:	<p>Loads the satellite images from National Oceanic and Atmospheric Administration (NOAA)</p> <p>Images included:</p> <ul style="list-style-type: none"> - Icao Area B1 - Icao Area H - Icao Area D - Icao Area C - Icao Area A - Icao Area E - Icao Area F - Icao Area M - Icao Area I - Icao Area G - Icao Area J - Icao Area K

It's possible to have an area map displayed to give better overview over the different ICAO Area's:

Satellite Images for Standard ICAO Areas from NOAA

It can take some time to load the images. Please be patient.

[View Area Map](#)

Fronts

Here you can have the Surface weather analysis and Prognosis charts displayed.

UKMO Fronts – Europe:	Will display the Analysis Charts including the fronts produced by UK Met Office. It's possible to have charts displayed from present day up to a maximum of 120hrs ahead.
USAF Front – Europe:	Will display the Surface Prognosis charts produced by US Air Force. It's possible to have charts displayed from present day and up to maximum 96hrs ahead.

OpMet

OpMet (OPerational METeorological Information)

TAF/METAR Search

Search TAF & METAR for specified Airports & FIR

TAF/METAR Search

Enter airport ICAO(s)/IATA(s) and/or first 2 letters of FIR ICAO(s) (separate multiple identifiers with a space):

SIGMET

Information concerning the occurrence or expected occurrence of specified Enroute weather phenomena which may affect the safety of aircraft operations.

SIGMET Messages

Select Area

EUR (7) ▼

[View Area Map](#)
[How to read SIGMET](#)

FIR	Valid From	Valid To	Select
BIRD SIGMET 02 VALID 130500/130800 BIRK-	13 NOV 2009 05:00	13 NOV 2009 08:00	<input type="checkbox"/>
EGGX SIGMET 03 VALID 130600/131000 EGRR-	13 NOV 2009 06:00	13 NOV 2009 10:00	<input type="checkbox"/>
EGGX SIGMET 04 VALID 130700/131100 EGRR-	13 NOV 2009 07:00	13 NOV 2009 11:00	<input type="checkbox"/>
EGPX SIGMET 02 VALID 130600/131000 EGRR-	13 NOV 2009 06:00	13 NOV 2009 10:00	<input type="checkbox"/>
LFBB SIGMET 1 VALID 130500/130900 LFBG-	13 NOV 2009 05:00	13 NOV 2009 09:00	<input type="checkbox"/>
LFRR SIGMET 1 VALID 130400/130800 LFRN-	13 NOV 2009 04:00	13 NOV 2009 08:00	<input type="checkbox"/>
LIRR SIGMET 01 VALID 130200/130800 LIMM-	13 NOV 2009 02:00	13 NOV 2009 08:00	<input type="checkbox"/>

AIRMET

Information concerning the occurrence or expected occurrence of specified Enroute weather phenomena which may affect the safety of low-level aircraft operations.

AIRMET Messages

Select Area

EUR (5) ▼

[View Area Map](#)
[How to read AIRMET](#)

FIR	Valid From	Valid To	Select
EDGG AIRMET 01 VALID 130500/130900 EDZF-	13 NOV 2009 05:00	13 NOV 2009 09:00	<input type="checkbox"/>
EDGG AIRMET 01 VALID 130500/130900 EDZF-	13 NOV 2009 05:00	13 NOV 2009 09:00	<input type="checkbox"/>
EPWW AIRMET 2 VALID 130435/130835 EPWA-	13 NOV 2009 04:35	13 NOV 2009 08:35	<input type="checkbox"/>
EPWW AIRMET 2 VALID 130645/131045 EPWA-	13 NOV 2009 06:45	13 NOV 2009 10:45	<input type="checkbox"/>
LOVV AIRMET 1 VALID 130535/130800 LOWW-	13 NOV 2009 05:35	13 NOV 2009 08:00	<input type="checkbox"/>

GAMET

Area forecast in abbreviated plain language for low-level flights for flight information region or sub area thereof.

GAMET Messages

Select Area

EUR (22) ▼

[View Area Map](#)
[How to read GAMET](#)

FIR	Valid From	Valid To	Select
EBBU GAMET VALID 130600/131200 EBBR-	13 NOV 2009 06:00	13 NOV 2009 12:00	<input type="checkbox"/>
EDGG GAMET VALID 130300/130900 EDZF-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
EDMM GAMET VALID 130300/130900 EDZM-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
EDWW GAMET VALID 130300/130900 EDZH-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
LDZO GAMET VALID 130700/131300 LDZA-	13 NOV 2009 07:00	13 NOV 2009 13:00	<input type="checkbox"/>
LECB GAMET VALID 130300/130900 LEMM-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
LECB GAMET VALID 130900/131500 LEMM-	13 NOV 2009 09:00	13 NOV 2009 15:00	<input type="checkbox"/>
LECM GAMET VALID 130300/130900 LEMM-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
LECM GAMET VALID 130900/131500 LEMM-	13 NOV 2009 09:00	13 NOV 2009 15:00	<input type="checkbox"/>
LGGG GAMET 130600/131200 ATHINAI FIR/1 BLW FL150	13 NOV 2009 05:00	13 NOV 2009 10:39	<input type="checkbox"/>
LGGG GAMET 130600/131200 ATHINAI FIR/2 BLW FL150	13 NOV 2009 05:00	13 NOV 2009 10:39	<input type="checkbox"/>
LGGG GAMET 130600/131200 ATHINAI FIR/3 BLW FL150	13 NOV 2009 05:00	13 NOV 2009 10:40	<input type="checkbox"/>
LGGG GAMET 130600/131200 ATHINAI FIR/4 BLW FL150	13 NOV 2009 05:00	13 NOV 2009 10:40	<input type="checkbox"/>
LHCC GAMET VALID 130600/131200 LHBP-	13 NOV 2009 06:00	13 NOV 2009 12:00	<input type="checkbox"/>
LCAA GAMET VALID 130400/131000 LKPW-	13 NOV 2009 04:00	13 NOV 2009 10:00	<input type="checkbox"/>
LOVV GAMET VALID 130500/131100 LOWW-	13 NOV 2009 05:00	13 NOV 2009 11:00	<input type="checkbox"/>
LSAS GAMET VALID 130300/130900 LSZH-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
LSAS GAMET VALID 130600/131200 LSZH-	13 NOV 2009 06:00	13 NOV 2009 12:00	<input type="checkbox"/>
LYBA GAMET VALID 130300/130900 LYBE-	13 NOV 2009 03:00	13 NOV 2009 09:00	<input type="checkbox"/>
LYBA GAMET VALID 130600/131200 LYBE-	13 NOV 2009 06:00	13 NOV 2009 12:00	<input type="checkbox"/>
LYBA GAMET VALID 130900/131500 LYBE-	13 NOV 2009 09:00	13 NOV 2009 15:00	<input type="checkbox"/>
LZBB GAMET VALID 130500/131100 LZIB-	13 NOV 2009 05:00	13 NOV 2009 11:00	<input type="checkbox"/>

Equally for
Sigmet/Airmet/Gamet is that
the search areas are divide into
10 main areas according to
AIRINC:

EUR	Europe
AFR	Africa
CAN	Canada
EEU	Estern Europe
LAM	Latin America
MES	Middle East
PAC	Pacific
SAM	South America
SPA	South Pacific
USA	United States of America

NOTAM

Notam Search

Search Notam by ICAO/IATA or FIR

NOTAM Search

Enter airport ICAO(s)/IATA(s) and/or FIR ICAO(s) (separate multiple identifiers with a space)
or first 2 letters of FIR ICAO (only Airport NOTAMs displayed) :

(Note: No NOTAMs excluded when using this NOTAMs search)

Tracks

NAT Tracks EUR – USA Print the official North Atlantic tracks open from Europe to USA

NAT Tracks USA - EUR Print the official North Atlantic tracks open from USA to Europe

AUSOTS Print the Australian Organized Track System

PACOTS Print the Pacific Organized Track System

External Links

Here you can find various links to helpful webpage's

Help

Various PDF documents there can help you understand the different abbreviations, Symbols, Codes, Etc.

Administration

CrewBriefing
User Administration

[Company Settings Administration](#)
[Delete Flight](#)

PPS Name: **AIR SUPPORT AS MANUAL**
 User Logged In: **007MANUAL**

1. Specify User Name

Edit existing user: **007MANUAL** ▼
 OR
 Add new user: **007**

(The 007 pre-fix is automatically added for all AIR SUPPORT AS MANUAL user names - please do not enter pre-fix manually)

2. Enter/Edit Details for Specified User Name: **007MANUAL**

User initially created: 2007-09-11 08:06:04 Z
 Details last submitted: 2008-02-27 08:04:39 Z

☒ User Administration Rights
 ☐ De-Activated User Name

☒ Company Settings AND User Administration Rights
 ☒ User Default Settings Modification Rights

☒ Search Rights
 ☒ Write Messages Rights

First name:
 Last name:
 Remarks:

Flights per page: 30 (default) ▼

(Blank password fields will preserve existing user password)

Password:
 Repeat password:

[Close Window](#)

Company Settings Administration	Gives the opportunity to change various company policy settings
Delete Flight	Delete a flight from the list of all flights on the CrewBriefing

If you want to edit an existing user account, just select the account by clicking the arrow down. To create a new user, insert the name after the individual 3-letter code (e.g. AS0). The 3-letter code is hard coded by AIR SUPPORT A/S and is user unchangeable.

User Administration Rights	Grant access for this account to create and change other accounts
De-Activated User Name	Denies all CrewBriefing access to this user
Company Settings AND User Administration	Grant access for this account to change various company policy settings and additionally create and change other

Rights	accounts
User Settings Modification Rights	Default grants user access to change the default opening page each CrewBriefing user.
Search Rights	Grant user access to perform a search in all flights uploaded to CrewBriefing .
Write Messages Rights	Grant user access to write a message to all flights uploaded to CrewBriefing .
Flights per page	You can set how many flights you maximum would like to display in the Flight Info on each page (Default is 30)

None of the above selections need to be selected for the user account to work with minimum rights i.e. to a normal Pilot account.

To maintain a quick overview when going through the various company user accounts, it's highly recommended to fill out the Name-fields.

Password is mandatory for new user accounts.

Advanced User Account

It's possible to create user accounts on CrewBriefing who only will have flights displayed connected to the individual logon.

This is especially useful for Flight Service Providers who needs to create individually customer logons to CrewBriefing.

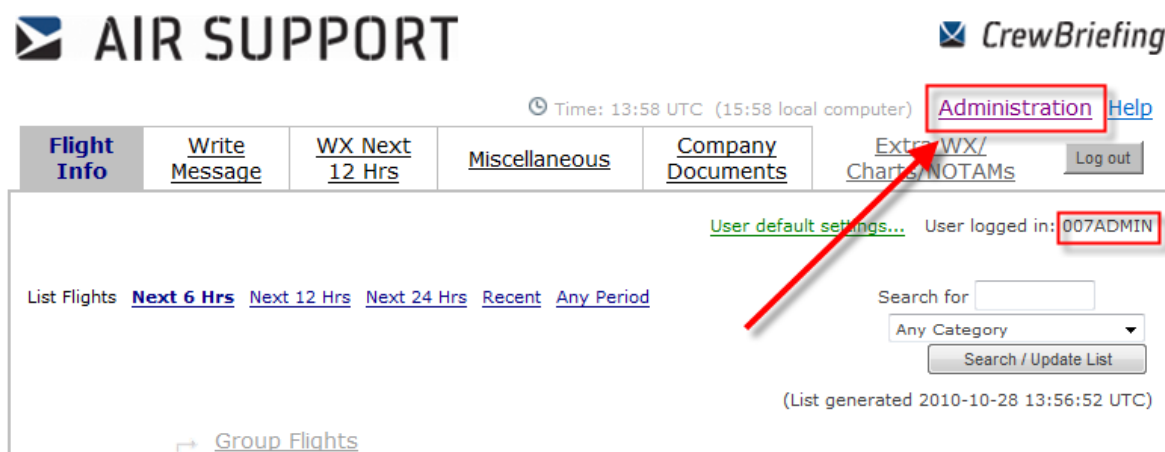
The progress on how to create such account is simple.

- We have a pilot with 3 letter crew initial PIC.
- This pilot only needs to have flight displayed with this crewmember onboard.
- This pilot should always have next 24 hours displayed as default.
- This pilot will have no admin rights; only user rights.

Progress:

Administrator must logs on to CrewBriefing.

- Choose the option Administration in the upper right corner:



This will open the User Administration page:

CrewBriefing **User Administration** [Company Settings Administration](#) [Delete Flight](#)

PPS Name: **AIR SUPPORT AS MANUAL**
 User Logged In: **007ADMIN**

1. Specify User Name

Edit existing user:

OR

Add new user: **007** **PIC**

(The 007 pre-fix is automatically added for all AIR SUPPORT AS MANUAL user names - please do not enter pre-fix manually)

2. Enter/Edit Details for Specified User Name: **007PIC**

☐ User Administration Rights ☐ De-Activated User Name
☐ Company Settings AND User Administration Rights

First name:
 Last name:
 Remarks:

☒ User Default Settings
☒ Modification Rights
☒ Search Rights
☒ Write Messages Rights

Flights per page:

(Blank password fields will preserve existing user password)

Password:
 Repeat password:

[Close Window](#)

- Add the new user (Company prefix is hard coded) #1
- For now, keep the markings #2
- Enter details about the specific user #3
- Enter password (make sure to repeat) #4
- Click OK #5

When following text appear you have created a new user account:

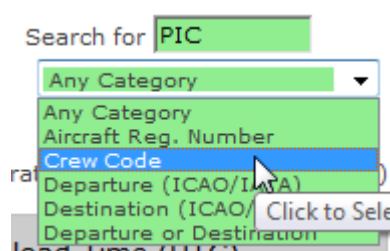
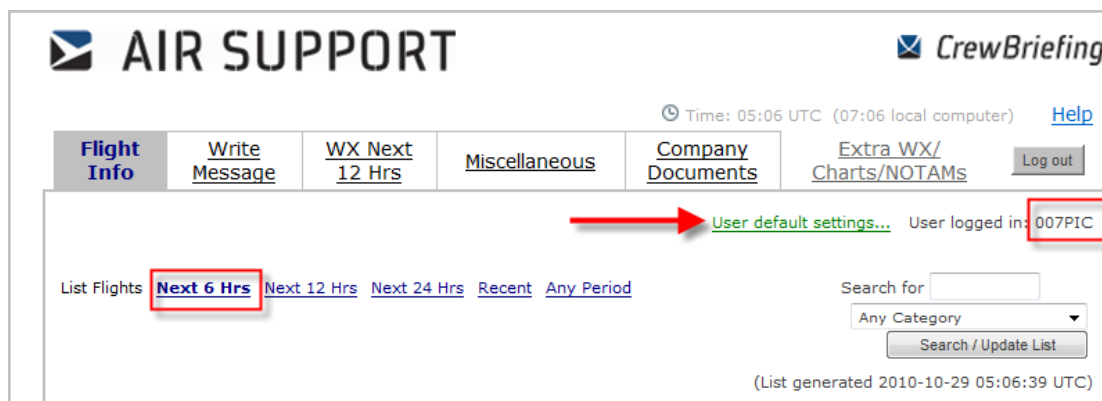
The new user was created - you can now specify another user name
 OR close this window

The initial account is created and you are now half way through the process.

Next thing we need to do is to log off CrewBriefing and then log on with the new account we just created.

As you can see a default user account has only flights for next 6 hours displayed and we wanted to have next 24 hours listed as a default with this account.

First thing we do is to click on **Next 24 Hrs** This will display all flight within next 24 hours.



Now we need to configure the account so only flights where the pilot is represented will be displayed when this user logs on to CrewBriefing and we start with this by clicking on **“user default settings”** illustrated with the arrow.

Following window will then appear:



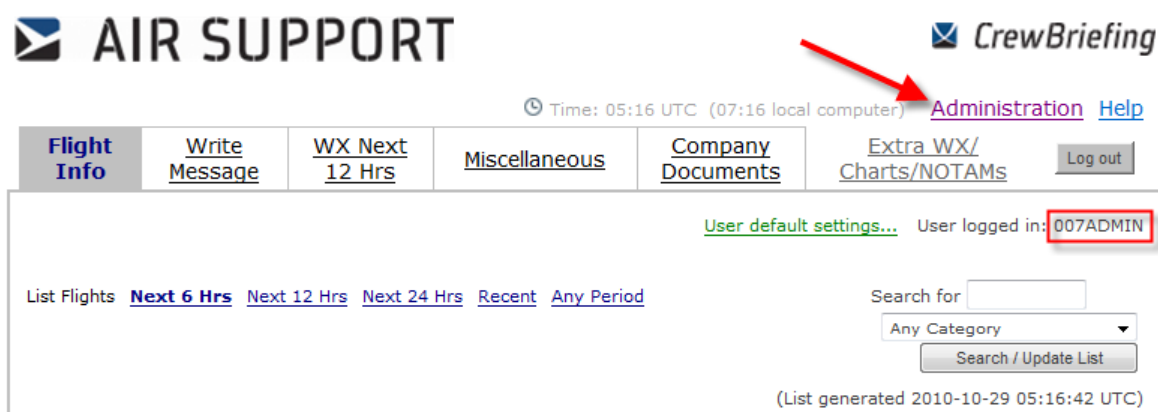
In the box: Search for we enter the pilots 3 letter initials and in the drop down box we choose **“Crew Code”**

Click **“Save”**

The default view for the account 007PIC has now been changed according to our wishes described earlier.

As stated earlier this pilot will have no admin rights; only user rights, so now we need to remove any rights given by default to this account on the initial account creation. This can only be done from the CrewBriefing admin account.

- Log of the user: 007PIC from CrewBriefing and then log on as the Admin again.
- Choose the option Administration in the upper right corner:



- This will open the User Administration page:

CrewBriefing User Administration [Company Settings Administration](#) [Delete Flight](#)

PPS Name: **AIR SUPPORT AS MANUAL**
 User Logged In: **007ADMIN**

1. Specify User Name

Edit existing user: **007PIC** 1

OR

Add new user: **007**

(The 007 pre-fix is automatically added for all AIR SUPPORT AS MANUAL user names - please do not enter pre-fix manually)

2. Enter/Edit Details for Specified User Name: **007PIC**

User initially created: 2010-10-29 05:05:22 Z
 Details last submitted: 2010-10-29 05:05:22 Z

☐ User Administration Rights ☐ De-Activated User Name

☐ Company Settings AND User Administration Rights

First name:
 Last name:
 Remarks:

2 ☐ User Default Settings
☐ Modification Rights
☐ Search Rights
☐ Write Messages Rights

Flights per page:

(Blank password fields will preserve existing user password)

Password:
 Repeat password:

3

- Choose the user affected #1
- Remove all the markings #2
- Click OK #3
- The following text appears

The new user was created - you can now specify another user name
 OR close this window

You have now successfully created a new user account on CrewBriefing who only will have flights displayed connected to the individual logon.

Company Settings Administration

CrewBriefing **Company Settings Administration**

[User Administration](#)
[Delete Flight](#)

PPS Name: **AIR SUPPORT AS MANUAL**

- ☐ Disable Acknowledge Prompt for Important Messages
- ☐ IATA Airport Format on Write Message page
- ☒ Exclude company ICAO Prefix (no effect on Message writing/adm., WX-charts nor Runway analysis)
- ☐ No 'Msgs' column on Main page (quick load of many flights)
- ☐ No Company Logo on Pax Info Chart
- ☐ No Preselection of Route Specific SWX Charts (enables preselection of traditional SWX charts)
- ☐ No AMEXSY Messages on Short ATC

NOTAMs to be Excluded From Flight Related NOTAM Search Results

- ☒ Exclude NOTAMs for All Adequate Airports
- ☒ Exclude NOTAMs with In Effect Time Older Than Days
- ☐ Exclude [Specified](#) Individual NOTAMs
- ☐ Exclude NOTAMs With a [Specified](#) Q-code
- ☒ Exclude FIR NOTAMs OTHER THAN NOTAMs A and B

Disable Acknowledge Prompt for Important Messages	When marked, it's no longer mandatory to acknowledge that important messages have been read before entering the flight menu. Use with caution.
IATA Airport Format	If you upload flights with IATA-designators you must activate the IATA Airport Format in CrewBriefing in order for the Message-function to work properly.
Exclude Company ICAO Prefix	When marked the individual company three-letter code will be excluded in front of the in-flight callsign.
No 'Msgs' column on Main Page (quick load of many flights)	If you have many flights on CrewBriefing with lots of messages you can switch off the showing of messages to have the pages load faster.
No Company Logo on Pax Info Chart	Enables/Disables Company logo on Pax Info Chart.
No Preselection of Route Specific SWX	Possibility to change to standard SWX Chart instead of

Charts	Route Specific SWX Chart produced by Air Support.
No AMEXSY Messages on Short ATC	Will only show Short ATC if marked.
Exclude NOTAMs for All Adequate Airports	Will exclude all adequate airport NOTAMs. Normally recommended.
Exclude NOTAMs with In Effect Time older Than X Days	Option to deselect NOTAMs older than stated in the days box, maximum is 999 (Not recommended unless you fly regularly to airports displayed in CrewBriefing)
Exclude Specified Individual NOTAMs	Click on Specified and follow the help text on the new page on how to create an exclusion list.
Exclude NOTAMs With a specified individual Q-code	Click on List and follow the help text on the new page on how to create a reselection list.
Exclude FIR NOTAMs OTHER THAN NOTAMs A and B	Option to deselect NOTAMs not relevant for IFR-performance aircraft operators. Normally recommended.

Delete Flight

CrewBriefing
Delete Flight(s)
[User Administration](#)

Delete Selected Flight(s)

Select All
Deselect All

	FLIGHT [⌵]	STD	Dep	Upload Time (UTC)
<input type="checkbox"/>	007OYPPS-EDDF-EKBI	281800	EDDF	10-28 09:18
<input type="checkbox"/>	007OYPPS-EKBI-EDDF	281500	EKBI	10-28 09:09
<input type="checkbox"/>	007OYPPS-EKBI-EDDH	281200	EKBI	10-28 09:10
<input type="checkbox"/>	007OYPPS-EKBI-EKCH	281100	EKBI	10-28 09:10
<input type="checkbox"/>	007OYPPS-EKBI-LPPT	281900	EKBI	10-28 09:09

List Page 1

[Close Window](#)

To delete a flight just mark the box in front of the flight(s) you want to delete or click “Select All” and click “Delete Selected Flights”.

Flights are listed in ascending order.